



**Minutes of the Meeting of the
Finance & Grants Committee
Via Microsoft Teams
At 10.00am on Wednesday 29 April 2020**

Those Present:

Members with voting rights:

Deputy Town Mayor Cllr John Stewart and Cllrs Jon Weston, Angela Williams and Mark Fearn.

Officers: David Naylor Town Clerk and Jennifer Brockbank RFO

None-Members: Town Mayor Cllr Roland Edwards and Cllrs James Nicholas, Johanna Maitland and Ken Edwards

Chair: Cllr John Stewart

1. Election of Chair

The Chair, Cllr Amanda Stott, had sent her apologies and the meeting elected Deputy Town Mayor Cllr John Stewart to be chair for this meeting

2. To receive and approve apologies for absence: Cllr Amanda Stott and Sara Knowles

3. To receive any declarations of Interest: There were none

4. To receive and confirm the Minutes of the meeting held 12/11/19

The minutes were approved as a correct record.

5. To review the Budget, Earmark Reserves and Balances as at 31/03/20

The meeting noted the contents of the report – attached.

Bollington Cross Youth Project. Cllr K Edwards and the Town Clerk explained to the Committee that the drainage works for this project should be completed in the Spring and that there was a shortfall in finances of £500. The Committee agreed that this project should be completed as soon as possible and made a **RECOMMENDATION** that the Council fund the drainage works by a further £500 from the Grants budget.

The Committee agreed that the transfer of land should be completed as soon as possible and not be delayed because of the current pandemic crisis. The Town Clerk and Cllr K Edwards would attend the next BCYP meeting and report back to Council.

6. Community Support

The Committee discussed at length areas within the community that may require assistance from the Council during the Covid-19 crisis and post lockdown. It was impossible to know at this stage what might happen in the future, but the Committee was keen to be as prepared as possible to support the Bollington

community where needed now and in the future. Certainly, more on this would emerge over the coming weeks as the Council would be very busy during May with three key committee meetings taking place: Facilities & Infrastructure, Community Services & Environment and Strategic Planning in addition to the Strategic workshops with John Powell. There are also regular Covid-19 Action group meetings. All this work would feed into the next Finance & Grants Committee on 1/6/20.

7. Personnel Report

The Committee was updated with the outcome from the Personnel Committee held the day before on 28/4/20.

8. Date of Next Meeting: 1/6/20 at 10.00am

Budget Summary

This summary has been produced using the figures from the January 2020 budget papers, the updated budget for 31/3/20 and updated budget for 1/4/20-31/3/21.

Minute 7873. The Council also RESOLVED to keep the precept at £58 bringing in a total of £186,989. £21,213 would be taken from general reserves leaving an estimated general reserves balance as 31/3/21 of **£94,653** which equates to 5.5 months of reserve and remains within the limits of the Reserves Policy (3-6 months).

The budget ending 31/3/20 shows that the council has underspent by £16,684. £3,000 of this must be earmark reserved for the Pool Bank car park and £1985 may be reserved for the Heath Road allotment fencing project.

This leaves an underspend of £11,699 which will go back into general balances at 31/3/20.

Therefore, the amount now required to be taken from balances will be £21,213 less £11,699 which equals £9514 and would leave a balance of £106,352 at 31/3/21.

Then we minus the potential COVID-19 impact costs on the current budget. We have used two dates, 30/6/20 and worst-case scenario 30/9/20.

30/6/20 - £106,352 new reserve less £4,967 COVID-19 cost leaves a reserve of **£101,385**

30/9/20 - £106,352 new reserve less £9,951 COVID-19 cost leaves a reserve of **£96,401**.

Fortunately, there does not appear to be a requirement to make any urgent financial decisions right now and should be referred to the next Finance and Grants Committee meeting.

Jennifer Brockbank
RFO

Budget Information for Council 21 April 2020

- Budget ending 31 March 2020 with Actuals
- Budget 1 April 2020 – 31 March 2021
- Cost Centres for Town Hall, Brookbank House, Civic Hall, Mayoral and Town Wardens
- Earmark Reserves as at 1 April 2020

Budget Ending

31 March 2020 with Actuals

Showing that the council has a general underspend of £16,684.

Of this, £3,000 for pool bank car park will be earmarked.

£1985 for Heath Road allotment fencing should be earmarked if the council wish to continue with this work.

Leaving £11699 for general reserves.

Budget 2019-2020 Update Summary as at 31 March 2020

Precept Calculations	Budget 2019- 2020	Activity to 31/03/20	Estimate d to 31/03/20	Notes
Expenditure				
Personnel	113313	100571	100464	
Administration	18200	14475	18252	
Town Hall	19550	18150	21224	
Brookbank House	3350	3132	3350	
Civic Hall	31890	30923	32313	
Civic and Community Events	20510	20306	18891	
Civic Responsibilities	3360	2847	3890	
Grants	14000	9050	12500	
Projects	16900	12556	21924	
Total Expenditure	241073	212009	232808	
Income				
Administration	105	0	85	
Town Hall	80	2145	1540	
Brookbank House	6000	1250	1500	
Civic Hall	37000	40351	44500	
Civic & Community Events	2000	1625	2050	
Projects	665	8186	7997	
Total Income	45850	53557	57672	
	195223	158452	175136	
Total difference between original estimate and actual to 31/03/20				
			16684	
<i>Overspend:</i>				
Personnel			-107	
Civic and Community Events			-1415	
<i>Underspend:</i>				
Administration			3777	
Town Hall			3074	
Brookbank House			218	
Civic Hall			1390	
Civic Responsibilities			1043	
Grants			3450	
Projects			9369	
Income reduction			-4115	
Total back into general reserves			16684	

Budget Update 31 March 2020

	Budget 2018- 2019	Actual 2018- 2019	Budget 2019- 2020	Activity to 31/03/20	Estimat ed to 31/03/20	Notes/Info
Personnel						
Staff Salaries	79197	79047	79732	79950	79856	
Employer Pension	16869	17228	17381	16545	17408	
Employer NIC Liability	3200	4142	3200	4077	3200	
Reserve	0	0	13000	0	0	
	99266	100417	113313	100571	100464	
Administration						
Audit & GDPR	2186	1079	2000	2002	2002	
Bank Charges	15	0	15	0	15	
Equipment	794	199	500	459	420	
Expenses	550	297	275	49	275	
Insurance	1250	615	1250	1197	1272	
IT Support	3678	3934	3860	4256	4229	
Postages	201	293	250	135	250	
Refreshments	150	94	150	109	150	
Photocopier	2000	1339	2000	1356	2000	
Stationery	500	209	500	571	500	
Subscriptions	1600	1429	1600	1505	1505	
Telephone/Internet	1300	1361	1300	1164	1201	
Training	840	220	500	597	597	
Publications	2400	1850	2550	350	2386	
Website	1450	401	1450	723	1450	
	18914	13320	18200	14475	18252	
Town Hall						
Business Rates	7529	5853	7850	6932	6932	
Cleaning & Waste	620	596	500	885	1591	
Horticulture	400	399	400	123	400	
Insurance	1550	530	1550	676	726	
Repairs, Maintenance & Improvements	3250	171	3250	5663	5575	
Utilities	6000	0	6000	3872	6000	
	19349	7549	19550	18150	21224	

Budget Update 31 March 2020

	Budget 2018- 2019	Actual 2018- 2019	Budget 2019- 2020	Activity to 31/03/20	Estimat ed to 31/03/20	Notes/Info
Brookbank House						
Administration	0	0	1417	1309	1417	
Business Rates	0	0	933	933	933	
Insurance	0	0	0	0	0	
Repairs, Maintenance & Improvements	0	0	1000	889	1000	
	0	0	3350	3132	3350	
Civic Hall						
Administration	600	395	600	761	761	
Business Rates	4656	4520	4800	4763	4763	
Cleaning & Waste	2152	2318	1600	1937	1997	
Horticulture	250	0	0	0	0	
Insurance	1670	1144	1700	1375	1450	
Repairs, Maintenance & Improvements	6878	3546	6690	7436	7170	
Utilities	9500	6099	9500	10502	9172	
Library	6953	5705	7000	4150	7000	
	32659	23727	31890	30923	32313	
Civic & Community Events						
General	500	837	200	0	0	
Bikefest	260	258	260	679	304	
Boundary Walk	10	0	10	7	7	
Christmas	8866	4523	11345	11622	11962	
Mayoral	4900	5970	4900	4091	2780	
Remembrance	935	588	895	1121	1085	
School Visits	50	0	50	94	52	
Town Assembly	100	67	100	91	100	
Volunteers Thank You	750	630	750	625	625	
Walking Festival	2000	1750	2000	1976	1976	
Well Dressing	0	150	0	0	0	
	18371	14773	20510	20306	18891	

Budget Update 31 March 2020

	Budget 2018- 2019	Actual 2018- 2019	Budget 2019- 2020	Activity to 31/03/20	Estimat ed to 31/03/20	Notes/Info
Civic Responsibilities						
Councillors Training	100	75	1000	602	1000	
Former Mayor	375	540	310	668	785	
Mayoral Regalia	500	1283	600	189	638	
Mayoral Allowance	1140	1003	1200	1033	1033	
Tributes	250	125	250	355	434	
	2365	3026	3360	2847	3890	
Grants						
Organisations (not for profit)	13600	10438	11345	6550	10000	
School Swimming	2655	2655	2655	2500	2500	
	16255	13093	14000	9050	12500	
Projects						
General	1000	2474	1000	2426	2159	
Allotments	100	50	100	60	2085	
Car Park	4000	0	0	0	3000	
Community Centre	500	0	0	0	0	
Environment/Climate Change	0	0	1100	1100	1100	
Gritting & Flooding	2500	4452	2500	1618	2500	
Maintenance & Conservation	2300	3532	2300	2300	2300	
Marshals	0	0	0	0	0	
Public Toilets	1446	1980	1650	1118	1650	
Public Works Loans Board	0	0	0	919	880	
Street Furniture	1500	1247	1500	328	500	
Town Horticulture	250	0	250	0	250	
Town Warden	7000	2699	5500	2687	5500	
<i>Projects from previous years:</i>						
Footpaths	0	445	0	0	0	
Neighbourhood Plan	0	676	0	0	0	
War Commemoration	2356	25	1000	0	0	
Youth	0	141	0	0	0	
	22952	17721	16900	12556	21924	

Budget Update 31 March 2020

	Budget 2018- 2019	Actual 2018- 2019	Budget 2019- 2020	Activity to 31/03/20	Estimat ed to 31/03/20	Notes/Info
Income						
Administration	115	56	105	0	85	
Town Hall	635	897	80	2145	1540	
Brookbank House	6000	0	6000	1250	1500	
Civic Hall (including Library)	37000	38107	37000	40351	44500	
Civic & Community Events	2000	3544	2000	1625	2050	
Projects	1088	3647	665	8186	7997	
	46838	46251	45850	53557	57672	

Budget

1 April 2020 – 31 March 2021

Showing new estimates following the impact of Covid-19 assuming the lockdown ends on 30/06/20 and a figure given for possible worst-case scenario of lockdown ending on 30/9/20. Reductions of 25% and 50% respectively in income and cost savings in stationery, cleaning and utility bills.

Total **cost** to council

30/06/20 £4967

30/09/20 £9951

Budget 2020-2021 Update Summary as at 16 April 2020

Precept Calculations	Original Estimated 31/03/21	Assuming Covid-19 lockdown lasts until:		Notes
		30/06/20 Estimated 31/03/21	30/09/20 Estimated 31/03/21	
Expenditure				
Personnel	112768	113489	113489	
Administration	27497	26835	26181	
Town Hall	22140	19723	17305	
Brookbank House	5000	5000	5000	
Civic Hall	30165	27261	24358	
Civic and Community Events	21535	20535	20535	
Civic Responsibilities	3420	3795	3795	
Grants	12500	12500	12500	
Projects	22778	22366	22056	
Total Expenditure	257803	251503	245219	
Income				
Administration	110	93	75	
Town Hall	500	375	250	
Brookbank House	5000	5000	5000	
Civic Hall	44500	33375	22250	
Civic & Community Events	2000	2000	2000	
Projects	4148	4148	4148	
Total Income	56258	44991	33723	
Total Expenditure over Income	201545	206512	211496	
Total difference between original estimate and new estimates following the impact of Covid-10 Lockdown				
If lockdown lasts until 30/06/2020		-4967		
If lockdown lasts until 30/09/2020		-9951		

Budget 1 April 2020

				Assuming COVID-19 lockdown last until		
	Budget 2020-2021	Activity to date	Original Estimated to 31/03/21	30/06/20 Estimated to 31/03/21	30/09/20 Estimated to 31/03/21	Notes/Info
Personnel						
Staff Salaries	90136	0	90136	90136	90136	
Employer Pension	19650	0	19650	20371	20371	
Employer NIC Liability	2982	0	2982	2982	2982	
Reserve	0	0	0	0	0	
	112768	0	112768	113489	113489	
Administration						
Audit & GDPR	2015	0	2015	2015	2015	
Bank Charges	15	0	15	15	15	
Equipment	1000	0	1000	1000	1000	
Expenses	100	0	100	100	100	
Insurance	1272	0	1272	1272	1272	
IT Support	5035	0	5035	5035	5035	
Postages	200	0	200	200	200	
Refreshments	150	0	150	113	84	
Photocopier	2000	0	2000	1500	1000	
Stationery	500	0	500	375	250	
Subscriptions	1550	0	1550	1550	1550	
Telephone/Internet	1200	0	1200	1200	1200	
Training	600	0	600	600	600	
Publications	3500	0	3500	3500	3500	
Website	8360	0	8360	8360	8360	
	27497	0	27497	26835	26181	
Town Hall						
Business Rates	7225	0	7225	7225	7225	
Cleaning & Waste	3670	0	3670	2753	1835	
Horticulture	400	0	400	400	400	
Insurance	725	0	725	725	725	
Repairs, Maintenance & Improvements	4120	0	4120	4120	4120	
Utilities	6000	0	6000	4500	3000	
	22140	0	22140	19723	17305	

Budget 1 April 2020

	Budget 2020- 2021	Activity to date	Original Estimat ed to 31/03/21	30/06/20 Estimat ed to 31/03/21	30/09/20 Estimat ed to 31/03/21	Notes/Info
Brookbank House						
Administration	0	0	0	0	0	
Business Rates	0	0	0	0	0	
Insurance	0	0	0	0	0	
Repairs, Maintenance & Improvements	5000	0	5000	5000	5000	
	5000	0	5000	5000	5000	
Civic Hall						
Administration	600	0	600	600	600	
Business Rates	4800	0	4800	4800	4800	
Cleaning & Waste	2115	0	2115	1586	1058	
Horticulture	0	0	0	0	0	
Insurance	1450	0	1450	1450	1450	
Repairs, Maintenance & Improvements	4700	0	4700	4700	4700	
Utilities	9500	0	9500	7125	4750	
Library	7000	0	7000	7000	7000	
	30165	0	30165	27261	24358	
Civic & Community Events						
General	0	0	0	0	0	
Bikefest	635	0	635	635	635	
Boundary Walk	10	0	10	10	10	
Christmas	14290	0	14290	14290	14290	
Mayoral	3900	0	3900	3900	3900	
Remembrance	925	0	925	925	925	
School Visits	50	0	50	50	50	
Town Assembly	100	0	100	100	100	
Volunteers Thank You	625	0	625	625	625	
Walking Festival	1000	0	1000	0	0	
Well Dressing	0	0	0	0	0	
	21535	0	21535	20535	20535	

Budget 1 April 2020

	Budget 2020- 2021	Activity to date	Original Estimat ed to 31/03/21	30/06/20 Estimat ed to 31/03/21	30/09/20 Estimat ed to 31/03/21	Notes/Info
Civic Responsibilities						
Councillors Training	1000	0	1000	1000	1000	
Former Mayor	310	0	310	685	685	
Mayoral Regalia	600	0	600	600	600	
Mayoral Allowance	1260	0	1260	1260	1260	
Tributes	250	0	250	250	250	
	3420	0	3420	3795	3795	
Grants						
Organisations (not for profit)	10000	0	10000	10000	10000	
School Swimming	2500	0	2500	2500	2500	
	12500	0	12500	12500	12500	
Projects						
General	250	0	250	250	250	
Allotments	100	0	100	100	100	
Environment/Climate Change	2500	0	2500	2500	2500	
Gritting & Flooding	2500	0	2500	2500	2500	
Maintenance & Conservation	2300	0	2300	2300	2300	
Marshals	500	0	500	500	500	
Public Toilets	1650	0	1650	1238	928	
Public Works Loans Board	3518	0	3518	3518	3518	
Street Furniture	500	0	500	500	500	
Town Horticulture	5250	0	5250	5250	5250	
Town Warden	3710	0	3710	3710	3710	
	22778	0	22778	22366	22056	

Budget 1 April 2020

	Budget 2020- 2021	Activity to date	Original Estimat ed to 31/03/21	30/06/20 Estimat ed to 31/03/21	30/09/20 Estimat ed to 31/03/21	Notes/Info
Income						
Administration	110	0	110	93	75	
Town Hall	500	0	500	375	250	
Brookbank House	5000	0	5000	5000	5000	
Civic Hall (including Library)	44500	0	44500	33375	22250	£7000 Library. £37500 Bookings
Civic & Community Events	2000	0	2000	2000	2000	
Projects	4148	0	4148	4148	4148	
	56258	0	56258	44991	33723	
						37500
						9375

Earmark Reserves as at 1 April 2020

Earmarked Reserves 1 April 2020

Budget Type	Description	Reserve 01/04/20	Spent	Committed	Balance 01/04/20
ADMINISTRATION					
Computer Equipment	Office Computer Equipment	0	0	0	0
Total		0	0	0	0
TOWN HALL					
Improvements/Repairs	Town Hall Refurbishment	36946	0	0	36946
	Legal Fees - land at rear	1854	0	300	1554
Total		38800	0	300	38500
BROOKBANK HOUSE					
Improvements/Repairs	Roof repairs/replacement	0	0	0	0
Total		0	0	0	0
CIVIC HALL					
Improvements/Repairs	Boiler Replacement	3112	0	0	3112
	Repairs to doors/flooring	500	0	0	500
	Library Window Painting	2000	0	0	2000
Total		5612	0	0	5612
CIVIC RESPONSIBILITIES					
Elections	By-Election (costs for one election approx £5,000-£7,000)	8010	0	0	8010
Total		8010	0	0	8010
PROJECTS					
Allotments	Heath Road Fencing	1985	0	0	1985
BCYP	Football Pitches	5308	0	0	5308
BCYP MUGA	Land Transfer & Maintenance	125	0	0	125
Building/Land Transfer	Community Centre	750	0	0	750
Christmas Lighting	Sinking Fund	9000	0	0	9000
Gritting	Bad Winter reserve	3000	0	0	3000
Land Transfer	Turners Rise Legal Fees	167	0	0	167
Maintenance & Conservation	Bus Shelters/Memorial Steps	1374	0	0	1374
Neighbourhood Plan	SADPD/Objectives	2310	0	0	2310
Pool Bank Car Park	CEC Grant	3000	0	0	3000
Town Signage	Destination Bollington	1000	0	0	1000
Town Warden	Replacement Van/Equipment	9100	0	0	9100
Total		37119	0	0	37119
TOTAL EARMARK RESERVES					
		89541	0	300	89241

Cost Centres

- Town Hall
- Brookbank House
- Civic Hall
- Mayoral
- Town Warden

Town Hall Cost Centre

Description	Income	Expenditure	Notes
Business Rates		£ 7,800.00	
Cleaning and Waste		£ 920.00	
Horticulture		£ 400.00	
Insurance (buildings and contents)		£ 725.00	
Repairs, Maintenance & Improvements		£ 4,120.00	
Utilities		£ 6,000.00	
Cleaning Contract		£ 3,456.00	
Room Hire	£ 500.00		
	£ 500.00	£ 23,421.00	
Total before Staff Costs	-£ 22,921.00		
Staff Costs (Approx)			
Administration		£ 1,500.00	
	-£ 22,921.00	£ 1,500.00	
Total Expenditure over Income	-£ 24,421.00		
Annual Precept Cost	£ 7.57		
<i>Total E over I / tax base -3223.95</i>			

Brookbank House Cost Centre

Description	Income	Expenditure	Notes
Rental Income	£ 5,000.00		
Administration		£ -	
Business Rates		£ -	
Cleaning and Waste		£ -	
Insurance		£ -	
Repairs, Maintenance and Improvements		£ 5,000.00	
Utilities		£ -	
		£ -	
	£ 5,000.00	£ 5,000.00	
Total cost before Staff Costs	£ -		
Staff Costs (Approx)			
Administration		£ 250.00	
	£ -	£ 250.00	
Total Expenditure over Income	-£ 250.00		
Annual Precept Cost	£ 0.08		
<i>Total E over I / tax base -3223.95</i>			

Civic Hall Cost Centre

Description	Income	Expenditure	Notes
Bookings (including 5% increase)	£ 37,500.00		
Library	£ 7,000.00		
Administration		£ 600.00	
Business Rates		£ 4,800.00	
Cleaning and Waste		£ 2,115.00	
Insurance		£ 1,450.00	
Repairs, Maintenance and Improvements		£ 4,700.00	
Utilities		£ 9,500.00	
Library		£ 7,000.00	
	£ 44,500.00	£ 30,165.00	
Total cost before Staff Costs	£ 14,335.00		
Staff Costs (Approx)			
Caretaker		£ 4,485.00	
Administration		£ 8,000.00	
	£ 14,335.00	£ 12,485.00	
Total Expenditure over Income	£ 1,850.00		
Annual Precept Cost	-£ 0.57		
<i>Total E over I / tax base -3223.95</i>			

Mayoral Cost Centre

Description	Income	Expenditure	Notes
Civic Dinner	£ 2,000.00		
Civic Dinner		£ 2,400.00	
Mayor Making		£ 950.00	
Civic Sunday		£ 550.00	
Regalia repairs/insurance		£ 400.00	
Youth Consort Medallion		£ 200.00	
Mayoral Allowance		£ 930.00	
Christmas Cards		£ 330.00	
Signwriting/Photo		£ 135.00	
Mayor's Medallion		£ 550.00	
Staff Costs (Approx)			
Mayor's Secretary		£ 7,840.00	
	£ 2,000.00	£ 14,285.00	
Total Expenditure over Income	-£ 12,285.00		
Annual Precept Cost	£ 3.81		
<i>Total E over I / tax base -3223.95</i>			

Town Warden Cost Centre

Description	Income	Expenditure	Notes
Equipment		£ 500.00	
Mobile Phones		£ 400.00	
Van Insurance		£ 800.00	
Van Tax		£ 260.00	
Van Fuel		£ 200.00	
Van Servicing/Repairs		£ 1,000.00	
Van reserves for replacement van		£ 2,000.00	
Training		£ 500.00	
Town Warden salary and employer costs		£ 17,928.00	
Caretaker duties (25%)	£ 4,485.00		
	£ 4,485.00	£ 23,588.00	
Total Expenditure over Income	-£ 19,103.00		
Annual Precept Cost	£ 5.93		
<i>Total E over I / tax base -3223.95</i>			